



**Partnership Manager or Coordinator Job Description**  
**PROJECT HOPE ALLIANCE, COSTA MESA, CA**

*Mission: Ending the cycle of homelessness, one child at a time.*

**PHA Philosophies:**

- We start with the conviction that *all things are possible* for homeless children.
- We believe *our investment in children will yield a present and future dividend*. We end homelessness today and prevent homelessness tomorrow by journeying with youth into a future that does not include homelessness.
- All of our focus is on *ensuring that youth experiencing homelessness do not become homeless adults*; our work is to be *generational disruptors*.
- We *serve youth aged 5 to age 24* because we *believe journeying with them to adulthood will disrupt generational homelessness*.
- *We help youth, by supporting their parents*. At the same time, we resource the parent only if it benefits the youth.
- We are *called to* provide youth with opportunities and eliminate barriers, so they are *free to believe* that *all things are possible for themselves*.
- We *walk alongside families and youth in partnership*, giving them *dignity while fostering independence, stability, and HOPE*.
- Our *work is not finished* until our *Community is able to meet the needs for the housing, educational, social-emotional, opportunity, health, and esteem needs of youth*. Our greatest achievement would be to be no longer needed.

**Job Title: Partnership Manager or Partnership Coordinator, (depending on experience)**

Reports to: Chief Partnership Officer

FSLA Classification FT, Exempt

Supervises Others: No

Salary Range: \$67,000-\$73,000, depending on experience

**Overview:**

The Partnership Manager/ Coordinator will serve in partnership with the Case Management Program that is designed as a multiple-year intervention for youth experiencing homelessness. Youth experiencing homelessness often experience system failures that inhibit their ability to thrive in the educational system. The Partnership Manager/ Coordinator will be responsible for the coordination, operation, and delivery of community wide outreach and work alongside the Program Team to gather resources and opportunities and develop relationships within the community to benefit the youth that we serve. The Partnership Manager/ Coordinator will be responsible for creating, maintaining, and stewarding community relationships with educational partners, community agencies, and public entities.

### **Job Duties:**

The primary role of this position is to be the expert in navigating community, education, and public partnerships while partnering with the PHA Program Team regarding resources, activities, projects, and opportunities to assist in connecting our youth and families to services within the community and to cultivate partnerships within the community to advance advocacy and awareness of the needs and supports for youth experiencing homelessness.

- Identifies new and develops existing relationships and connections with local service agencies and community partners in support of the needs of Program and PHA's Mission.
- Plans, develops, coordinates, and implements a variety of public information and community outreach opportunities, activities, and projects in support of PHA's Mission.
- Creates best practice tools and resources to support the needs of youth experiencing homelessness.
- Facilitates regular trainings and workshops to education, community, and public agencies on best practices for working with youth experiencing homelessness
- Identifies new and organizes existing resources and maintains an ongoing and up to date database of available resources within the community that are supportive services/programs for the youth and families we serve.
- Reports to the CPO and advises them of available community outreach programs, available resources, and opportunities for community and partner engagement.
- Works in partnership with Program Team to identify needs of youth and families we serve and how to best obtain resources needed to meet those needs.
- Plans, organizes, and executes special projects/events in response to the needs of Program.
- Promotes PHA's services, becoming an expert on PHA services.
- Represents PHA in a variety of community outreach activities and public awareness programs.
- Represents the organization in a professional manner.
- Supports existing agency policies, principles, and mission.
- Performs other tasks as directed.

### **QUALIFICATIONS:**

- Bachelor's degree in Public Relations, Communication, Social Work, Human Services, Psychology or related field. Master's preferred.

- At least 3 years of experience in coordinating and organizing community outreach and developing strong relationships with community partners.
- Proficiency with education, community and social service agency/resources in the Orange County area.
- Considerable knowledge of public relations and external relationship building.
- Experience working with youth experiencing homelessness preferred.
- Knowledge of and sensitivity to issues of homelessness with a strengths-based perspective on systems and social justice to enact community change.
- Experience in coordinating, organizing, and facilitating trainings, partnership building, networking with agencies and organizations, and community outreach.
- Knowledge of standard and accepted principles, techniques, and methods of preparing and disseminating community relations materials.
- Excellent written, verbal, and interpersonal communication skills.
- Experience in community engagement, information dissemination, and development of informational materials and presentations.
- Must have the ability to produce effective and visually appealing materials such as reports, presentations, fliers, posters, and announcements.
- Must be able to manage own time, establish schedules, and meet deadlines, including managing multiple projects at the same time.
- Requires excellent organizational and communications skills as well as initiative.
- Ability and willingness to work evenings and weekends as required for the job.
- Access to a car with current California driver's license and automobile insurance.
- *Bilingual in Spanish preferred*
- *Proof of COVID-19 vaccination required*

### **PHYSICAL REQUIREMENTS:**

This is largely a sedentary position that requires the ability to speak, hear, and see, and to lift small objects up to 20 lbs. May require the ability to travel locally and/or regionally. The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.